

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES  
AN OPEN COMPETITIVE EXAMINATION  
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: **Engineering Aide**

Exam #: **67263**

Last Date for Filing: **August 21, 2015**

*(Applications must be submitted or postmarked by the last date for filing.)*

Date of Examination: **September 26, 2015**

**Job Title: Engineering Aide** - This examination is being held to establish an eligible list and fill future vacancies for the City of Troy.

**City of Troy, Grade 10, Salary Range: \$31,892-\$49,126** -Candidates for the City of Troy must be a resident of New York State for one (1) month immediately preceding the date of the exam. If selected for appointment, candidates will have ninety (90) days to move into the City of Troy and thereafter maintain Troy residency.

**Typical Work Activities:** (illustrative only)

- Performs project research including maps, files and other records;
- Assists with grant and other project supervision including contract documents, project oversight, grant and contract claims, project budget/schedule/cost accounting and general project representation;
- Coordinates work and projects with city departments, other government agencies, utilities, contractor representatives and property owners;
- Receives, researches and reports on citizen inquiries;
- Participates in community/public meetings and workshops;
- Performs routine clerical work, including that requiring familiarity with engineering practices;

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the examination:

- A.** Possession of an Associate's Degree from an accredited or NYS registered college or university in Civil Engineering Technology, Construction Technology, Construction Management, public Administration or a closely related field; **OR**
- B.** The possession of sixty (60) college credits from an accredited or NYS registered college or university with specialization in Civil Engineering Technology, Construction Technology, Construction Management, Public Administration or a closely related field and one (1) year full-time paid experience in engineering technology, construction, maintenance or mechanical work under the supervision of a skilled craftsperson; **OR**
- C.** Graduation from high school or possession of a GED and two (2) years full-time paid experience in engineering technology, construction, maintenance or mechanical work under the supervision of a skilled craftsperson; **OR**
- D.** An equivalent combination of education and experience as described above.

**ANTICIPATED ELIGIBILITY:** If you do not presently meet the minimum education requirements, but expect to meet them within the next six (6) months, you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify the Commission in writing that you are filing under **ANTICIPATED ELIGIBILITY** and when you will meet the requirements.

**SUBJECT OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written test will test for knowledge, skills and/or abilities in such areas as:

1. **Understanding and interpreting technical instructions and dimensional drawings-** These questions test for the ability to read and analyze written technical material or technical drawings and to perform related simple computations. All the information needed to answer the questions will be provided in the written material and/or drawings.
2. **Interpretation of charts, graphs and tables-** These questions test for the ability to read and analyze visual and numerical information presented in graphic or tabular form and to perform related simple computations. All the information needed to answer the questions will be provided in the charts, graphs, tables, or related written material.
3. **Basic mathematics, including geometric figures-** These questions test for the ability to perform calculations involving addition, subtraction, multiplication, and division, and will include the use of fractions, decimals, and percentages and the calculation of the perimeter and area of basic geometric shapes.
4. **Arithmetic computations and interpretation of technical information, drawings, charts and graphs-** These questions test for the ability to solve simple mathematical problems and to read and analyze various types of technical drawings, written material, and graphic presentations. All the information needed to answer the questions will be provided in the written material and/or drawings, charts, or graphs.
5. **Basic surveying and computerized drafting techniques-** These questions test for elementary knowledge of the principles, terminology, computations, and proper practices involved in performing surveys of various

construction projects and land areas, and the concepts, terminology, and proper procedures to use when creating technical drawings utilizing computerized drafting software.

THE USE OF CALCULATORS IS **RECOMMENDED** FOR THIS EXAMINATION  
**CELL PHONE CALCULATORS ARE PROHIBITED**

**NOTICE TO CANDIDATES:** Unless otherwise specified, candidates are permitted to use quiet, handheld solar or battery-powered calculators. Devices with a typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.**

**VETERANS** or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

**APPLICATION FEE:** A **\$15.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail.

If mailing the application, send check or money order, payable to the Troy Civil Service commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

**Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. An incomplete application may be disapproved.** Applications are available on line at [www.troyny.gov](http://www.troyny.gov) or at the Civil Service Commission Office, Troy City Hall, 433 River Street, Suite 5001, Troy, NY 12180.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. **All claims for application fee waiver are subject to verification. Complete a "Request for Application Fee Waiver and Certification" form and submit it with your application.** Forms can be obtained from the Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY or online at [www.troyny.gov](http://www.troyny.gov) .

Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test.

**RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS-MILITARY MEMBERS:** If special arrangements for testing are required, please indicate this on a separate sheet submitted with your application.

**CROSS FILER STATEMENT:** Candidates applying for any other civil service exams to be given on the same date for employment with NY State or any other local government jurisdiction (excluding NY City):

**If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam.** When taking both a State and a local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with which you have filed an application of the exam site at which you wish to take your examination.

**ALTERNATE TEST DATE POLICY:** The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date.

Note- for situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

**THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW.**

**AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.**

**To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.**

**THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS.** Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.